



CONFERENCE, THEATER AND GAMES ROOM INSPECTION FORM

Name : _____ Tower: _____ Unit No _____ Phone _____

Pre - Inspection

CONFERENCE ROOM

Carpet Stain	Yes	No
Light Bulbs Good	Yes	No
Table clean	Yes	No
Table Scratched	Yes	No
Wall Clean	Yes	No
Wall Scratched	Yes	No
Chairs Clean	Yes	No
Garbage Clean	Yes	No
Fob Given	Yes	No
Total 10 chairs	Yes	No
Thermostat cover good condition	Yes	No

THEATER ROOM

Leather Sofa Clean	Yes	No
Leather Sofa scratched	Yes	No
Leather Chairs Clean	Yes	No
Leather Chairs Scratches	Yes	No
Center table Clean	Yes	No
Center table Scratches	Yes	No
Carpet Stain	Yes	No
Baseboard Scratch	Yes	No
TV Remote control	Yes	No
DVD Remote control	Yes	No
Thermostat cover good condition	Yes	No
Fob Given	Yes	No

GAMES ROOM

Carpet Stain	Yes	No
Tables Clean	Yes	No
Tables Scratched	Yes	No
Billard Table Clean	Yes	No
Billard Table Stain	Yes	No
Chairs Clean	Yes	No
Chair Sratched	Yes	No
Garbage Clean	Yes	No
15 Billard balls given	Yes	No
5 billard Sticks	Yes	No
Thermostat cover good condition	Yes	No
Fob Given	Yes	No

Additional Comments (Any Yes answer please write where)

Post Inspection

CONFERENCE ROOM

New Damages	Yes	No
If yes, please describe		
Photos Taken	yes	No
Additional Comments (Any Yes answer please write where)		

THEATER ROOM

New Damages	Yes	No
If yes, please describe		
Photos Taken	yes	No
Additional Comments (Any Yes answer please write where)		

GAMES ROOM

New Damages	Yes	No
If yes, please describe		
Photos Taken	yes	No
Additional Comments (Any Yes answer please write where)		

Date and Time of Post Inspection _____

Resident Signature: _____

España Concierge: _____

I understand that the owner of the strata lot could be fined and billed for damages, repairs and/or cleaning if I or any other person attending a function in the selected room is in breach of the terms and conditions stipulated in the booking form. For the tenants, these costs may be passed onto you by the owner of strata lot.

Signature _____ Print Name _____ Date _____

Time of Pre- Inspection _____ España Concierge _____